MONTANA SMARTER SYSTEM TEST COORDINATOR CHECKLIST

	System Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
	Direct Responsibilities				
☐	1. Notify schools when training materials are available.	*TAM*, section *2.1*		Complete at least 5–6 weeks prior to testing.	
☐	2. Notify schools when administration manuals are available.	*TAM*, section *2.1*		Complete at least 5–6 weeks prior to testing.	
☐	3. Review all Smarter Balanced policy and test administration documents.	*TAM*, section *2.1*	60–90 minutes	Complete at least 5–6 weeks prior to testing.	
☐	4. Review scheduling and testing requirements with SCs.	*TAM*, sections *7.2* and *7.3*	60–90 minutes	Complete at least 3–4 weeks prior to testing.	
☐	5. Plan any state-required training for SCs and TAs; retrain as needed.	*None*		Complete at least 3 weeks prior to testing.	
☐	6. Review training modules and schedule training session for SCs.	*TAM*, section *2.1*	2–3 hours	Complete while spaced over 2–3 weeks prior to testing.	
☐	7. Review security procedures with SCs and TAs.	*TAM*, sections *3.0, 4.0,* and *Appendix F*		Complete at least 2–3 weeks prior to testing.	
☐	8. Work with District Technology Coordinators to ensure timely computer setup. Conduct network diagnostics. Download the secure browser (beginning late November or early December). Verify that schools meet the minimum technology requirements.	*TSM,* section *I*, Network Diagnostic Tools *TSM,* section *V* *TSM,* sections *I* and *II*	5–10 hours	Complete at least 2 weeks prior to testing.	http://www.smarterbalanced.org/smarter-balanced-assessments/technology

Prepared by the Smarter Balanced Assessment Consortium, Measured Progress, and the Montana Office of Public Instruction, Denise Juneau, State Superintendent, January 2015

System Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐ 9. Work with schools to review ART student enrollment information.	*ART User Guide*, pages 59-60	2–4 hours	Complete at least 2 weeks before testing and during testing.	
☐ 10. Perform an equipment needs assessment based on individual student requirements. Work with the SC to identify students who will need specialized equipment for accommodations. Communicate with the SC/TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Place order for the number of headsets needed plus extra.	*None*	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.
Monitor Administration Activities				
☐ 11. Investigate all testing improprieties, irregularities, and breaches reported by TAs. Follow reporting procedure according to section *4.0*.	*TAM,* section *4.0*	As needed	Ongoing. Deadline for all submissions will be one week after the testing window closes.	
☐ 12. Report any test security incident in ART and report to the appropriate personnel according to the guidelines in section *4.0* and *5.0*.	*TAM,* sections *4.0* and *5.0*	As needed		
☐ 13. Monitor with the District Technology Coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.	None		Ongoing throughout the testing window.	

System Test Coordinator Activities	Reference in Manual	Target Completion Date	Notes/Resources
Oversight Responsibilities			
☐ 14. Ensure that SCs and TAs in the district are appropriately trained and aware of policies and procedures, especially related to security.	*TAM, sections 3.0 and 4.0*	Complete at least 3 weeks prior to testing.	
☐ 15. Review school test administration schedules for adequate time and resource planning.	*TAM, section 7.3*	Complete at least 3 weeks prior to testing.	
☐ 16. Verify that SCs and TAs have reviewed student information in ART and are verifying student settings for designated supports and accommodations in ART.	*ART User Guide, pages 71-72*	Complete at least 2 weeks prior to testing.	
☐ 17. You or your designee must be available during your testing window for questions and problem solving.	*None*	Complete during your entire testing window.	
☐ 18. Communicate regularly with SCs any emerging trends or issues.	*None*	Complete during your entire testing window.	

System Test Coordinator
Avoiding Security Breaches
☐ 1. Inventory all test materials when they arrive.
☐ 2. Store materials in a secure location until the test window opens.
☐ 3. Train test administrators in maintaining test security.
☐ 4. Do not test before the test window opens or after it closes.
☐ 5. Do not copy or otherwise reproduce test materials.
☐ 6. Do not discuss test questions with students or faculty.
☐ 7. Record the number of test booklets and answer documents that are given to each test administrator

	8.	Record the number of test booklets and answer documents that are returned by each test administrator.
☐	9.	Inventory all test materials before repackaging them.
☐	10.	Return test materials to vendor by the deadline

Contact Information	
Questions about state policies	**Questions about technology and the overall administration procedures**
Your State Education Agency **Accommodations, Test Policy, Testing Irregularities** Name: Judy Snow Phone: (406)444-3656 Email: jsnow@mt.gov **Your Smarter Balanced State Lead Contact (in the event of a security breach or irregularity)** Name: Judy Snow Phone: (406)444-3656 Email: jsnow@mt.gov	**Measured Progress Service Center:** Phone: (888)792-2741 Email: montanahelpdesk@measuredprogress.org

Prepared by the Smarter Balanced Assessment Consortium, Measured Progress, and the Montana Office of Public Instruction, Denise Juneau, State Superintendent, January 2015